



## **CORR-CORRECTIONAL OFFICER CADET**

### **Characteristics of Work:**

This is entry-level security training at a correctional institution while attending the Mississippi Department of Corrections Training Academy. Employees receive formal instruction in custody and control of offenders, use and care of firearms, contraband control, report writing, and other associated functions. Upon successful completion of the basic curriculum, cadets receive on-the-job training to complete the agency training program. Incumbents train under the direct supervision of the Academy Director.

### **Minimum Qualifications:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

## **EXPERIENCE/EDUCATIONAL REQUIREMENTS**

### **Education:**

Graduation from a standard four-year high school or equivalent (GED).

**NOTE:** Permanent employment is contingent upon successful completion after hire of the training curriculum/program at the designated training facility.

### **Special Requirements (as determined by the employing agency):**

- Must possess a valid MS Driver's License, or a valid Driver's License from a contiguous state;
- Must be eighteen (18) years of age;
- Must possess any and all minimum qualifications necessary to attend the designated training facility.

## **PHYSICAL REQUIREMENTS**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:**

Ability to give and receive information through speaking and listening skills.

**Taste/Smell:**

Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit and stoop, kneel, crouch, or bend. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and reach with hands and arms.

**Competencies:** The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES**

**Integrity/Honesty:** Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Seeks to understand and meets and/or exceeds the needs and expectations of consumers. Treats consumers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with consumers. Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Deals effectively

with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job.

**Self Management Skills:** Maintains a positive attitude. Effectively manages emotions and impulses and appropriate balance between personal life and work. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches, shows flexibility to complete job within defined parameters. Is able to lead and follow. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy and concern; develops and maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and resolve conflict situations.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Provides thorough and accurate information. Asks questions for clarification and to insure understanding. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations.

**Self-Development:** Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Applies all information, training, and resources to advance to the next level.

## TECHNICAL COMPETENCIES

**Basic Security and Patrol:** Takes precautions to guard against illegal activity.

Conducts cell checks to makes periodic checks to count offenders, checks on offenders' condition, and reports damage to any property. Performs thorough searches of all areas open to offenders to look for weapons, contraband, and damage. Also searches are conducted on the offenders' clothing and body to find concealed articles. Conducts and inspects offender mail, searches of visitors to the correctional facility, cell searches and proper use of the metal detector. Makes periodic inspections of the perimeter of the correctional facility, looking for defects in the fencing, lock tampering, broken windows and evidence of breaches of security. Maintain offender discipline in an assigned area by writing reports on rule infractions and by using specific punishments (if hearing officer). Visiting is closely monitored with visual checks. Responsible for distributing the mail to the offender population. Responds to calls promptly Recognizes unusual activity and takes appropriate action.

**Safety:** Ensures the safety, security and good order of the workplace.

Responsible for administering first aid in times of need and may pass medication. Ensures safety and security of offender population. Observes safety precautions and safe driving practices. Displays proficiency with safety equipment. Maintains department equipment. Ensures that offender has correct amount of property. Ensures cleanliness and sanitation.

**Job Knowledge:** Information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Knowledge of relevant laws, agency/institutional/community corrections policies, procedures and regulations. Knowledge of community development principles and theories. Knowledge of relevant cultural, religious and spiritual beliefs systems. Knowledge of public health issues and risk factors.

**Communication:** Sharing information in writing or verbally.

Interviews sources in a clear and sensitive manner to gain relevant information. Maintains control of interview. Conveys a positive desire to be of assistance in all situations using proper judgment to temper empathy for member problems with consistent support of DOC stated and unstated goals and policies. Participates effectively in meetings, seminars, and training sessions. Appropriately documents problems and other relevant matters using tools such as: notes, letters, e-mails, reports, memorandums, etc. Effectively represents DOC at various conventions and meetings in a professional manner. Communicates information in a courteous manner without invoking anger. Provides effective testimony in court. Prepares accurate, complete, and clear reports. Organizes information clearly. Includes elements necessary for prosecution. Supports conclusions and recommendations. Uses correct spelling and grammar. Submits reports on time. Makes presentations to various civic organizations such as schools and church organizations. Maintains contact with offender's work supervisor in community work centers.

**Technology Application:** Use of automated systems in assisting security operations.

Possesses basic computer skills to generate reports on PC, has working knowledge of office equipment. Operates electronic perimeter monitoring systems. Operates facility fire alarm system. Operates control panels. Operates other equipment including two-way radios and metal detectors.

**Tactical:** Coordinated response to extraordinary occurrences.

Knowledgeable and efficient in the use of lethal and less than lethal (e.g., take downs, chemical agents) force.

**Essential Functions:** Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Attends Mississippi Department of Corrections Training Academy.

**Examples of Work:**

Examples of work performed in this classification include, but are not limited to, the following:

Receives formal and informal instruction at designated training facilities.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.